

State of Vermont Internship Program

Information for Site Intern Supervisors

STATEMENT OF PURPOSE

The State of Vermont Internship Program facilitates the placement of interns throughout Vermont state government. Participating interns gain on-the-job training that integrates education, career development and public service, while agencies hosting interns benefit from the contributions of creative and innovative students. The State of Vermont Internship Program aims to cultivate a pool of diverse talent for potential positions that includes people of populations currently underrepresented in the State workforce. In so doing, the program makes a valuable contribution to the people of Vermont, today and in the future.

STEPS FOR HOSTING AN INTERN

Internship Proposals will be accepted year round, however it is advised that Proposals be submitted no later than the Suggested Submission Date listed on the Program Calendar. This deadline is meant to give prospective interns adequate time to view, apply and interview for posted positions prior to the start of the internship period. The Program Calendar is available at www.internships.vermont.gov.

1. The Internship Proposal Form is available at www.internships.vermont.gov under the “Agency Info” section.
2. Complete one Proposal Form per internship position.
3. Secure the signature of Appointing Authority or Designee.
4. Mail Internship Proposal to the Internship Coordinator at the following address:
*State of Vermont Internship Program
660 Elm Street
Montpelier, VT 05602*

GUIDE TO COMPLETING INTERNSHIP PROPOSAL

- **Site Intern Supervisor** Include the name and contact information of the person who will be supervising the intern on a daily basis. All correspondence regarding the project will be sent to the listed individual. Program information is sent, almost exclusively, via email. If you would like email correspondence regarding the program to go to others, in addition to the site intern supervisor, please include their email addresses.
- **Office Location** Include where internship will be conducted. Please note any unusual work environments.
- **Title of Internship Position** Create a short, interesting and descriptive title for the position you are submitting. Note the title “Summer Intern” does not tell a potential applicant anything about the nature of the position.
- **Start Date/End Date** Please give your best estimate of these dates. Note that most schools operate on a semester basis as follows:
Fall: September through Mid-December
Spring: January through early-May
Summer: June through mid-August

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- **Estimated Hours per Week** Please give your best estimate of the hours required per week and include if unusual work hours are required. Note that to receive academic credit most schools require students complete between 90-120 internship hours per semester.
- **Position Description** The following is an example position description:
 1. *Position Objective:* Research information relevant to the creation of a summer program that will serve children of low-income families living in the town of Gunderson.
 2. *Why is an Intern needed?* There has been a documented increase in the number of low-income families requiring child care for their children during summer months. The Parks and Recreation Department would like to develop a program to meet this growing need, but has had difficulty prioritizing the project. Preliminary work, performed by an intern, will help get the program off the ground before summer 2010.
 3. *Major Tasks:* The major tasks to be performed include, but are not limited to, researching established programs in other towns, developing and distributing a survey to parents of school age children, analyzing the results of the survey and writing a report on the findings.
 4. *Minimum Qualifications:* Ability to operate basic data entry equipment. Ability to read small printed words and numbers rapidly and accurately. Workload frequently must be accomplished under tight deadlines.
 5. *Final Product or Anticipated Outcomes:* The final product should be a well-documented, written report that will allow the Gunderson Parks and Recreation Department to begin pursuing funding for a summer program that will serve children of low-income families.
- **Position Info** If you are unsure, please seek the input of your Appointing Authority or Designee.

If you have any questions or need assistance with this process, please contact Toni Marie Pignatelli, Coordinator of the State of Vermont Internship Program, at (802) 241-1541 or toni.pignatelli@ccv.edu.

www.internships.vermont.gov